

**REPORT OF THE AUDIT OF THE
GRAYSON COUNTY
SHERIFF'S SETTLEMENT - 2006 TAXES**

**For The Period
January 1, 2007 Through April 30, 2007**



**CRIT LUALLEN
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EXECUTIVE SUMMARY
AUDIT EXAMINATION OF THE
GRAYSON COUNTY
SHERIFF'S SETTLEMENT - 2006 TAXES

For The Period
January 1, 2007 Through April 30, 2007

The Auditor of Public Accounts has completed the audit of the Sheriff's Settlement - 2006 Taxes for Grayson County Sheriff for the period January 1, 2007 through April 30, 2007. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

The Sheriff collected taxes of \$963,828 for the districts for 2006 taxes for the period January 1, 2007 through April 30, 2007, retaining commissions of \$39,634 to operate the Sheriff's office. The Sheriff distributed taxes of \$924,963 to the districts for 2006 Taxes for the period January 1, 2007 through April 30, 2007. Refunds of \$1,769 are due to the Sheriff from the taxing districts.

Report Comment:

The Sheriff's Office Lacks Adequate Segregation Of Duties

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities.

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CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

Honorable Steven L. Beshear, Governor

Jonathan Miller, Secretary

Finance and Administration Cabinet

Honorable Gary L. Logsdon, Grayson County Judge/Executive

Honorable Rick Clemons, Grayson County Sheriff

Members of the Grayson County Fiscal Court

Independent Auditor's Report

We have audited the Grayson County Sheriff's Settlement - 2006 Taxes for the period January 1, 2007 through April 30, 2007. This tax settlement is the responsibility of the Grayson County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Grayson County Sheriff's taxes charged, credited, and paid for the period January 1, 2007 through April 30, 2007, in conformity with the modified cash basis of accounting.

In accordance with Government Auditing Standards, we have also issued our report dated October 18, 2007 on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.



To the People of Kentucky

Honorable Steven L. Beshear, Governor

Jonathan Miller, Secretary

Finance and Administration Cabinet

Honorable Gary L. Logsdon, Grayson County Judge/Executive

Honorable Rick Clemons, Grayson County Sheriff

Members of the Grayson County Fiscal Court

Based on the results of our audit, we present the accompanying comment and recommendation, included herein, which discusses the following report comment:

- The Sheriff's Office Lacks Adequate Segregation Of Duties

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen

Auditor of Public Accounts

October 18, 2007

GRAYSON COUNTY
RICK CLEMONS, SHERIFF
SHERIFF'S SETTLEMENT - 2006 TAXES

For The Period January 1, 2007 Through April 30, 2007

<u>Charges</u>	<u>County Taxes</u>	<u>Special Taxing Districts</u>	<u>School Taxes</u>	<u>State Taxes</u>
Transferred From Former Sheriff	\$ 78,540	\$ 155,186	\$ 461,141	\$ 160,532
Gas Property Taxes - 2005	23	42	136	48
Franchise Taxes	19,357	41,918	98,339	
Additional Billings	50	96	300	101
Oil and Gas Property Taxes	1,269	2,413	7,555	2,538
Limestone, Sand and Gravel Reserves	218	415	1,298	436
Penalties	5,264	10,425	30,916	10,795
	<u>104,721</u>	<u>210,495</u>	<u>599,685</u>	<u>174,450</u>
<u>Credits</u>				
Exonerations	9	17	53	18
Discounts	210	454	1,049	58
Delinquents:				
Real Estate	10,885	21,145	64,385	21,631
Tangible Personal Property	513	1,128	2,482	935
Gas Property Taxes - 2005	23	42	136	48
Uncollected:				
Oil and Gas Property Taxes	23	44	138	46
Franchise Taxes	7	13	31	
	<u>11,670</u>	<u>22,843</u>	<u>68,274</u>	<u>22,736</u>
Taxes Collected	93,051	187,652	531,411	151,714
Less: Commissions *	3,955	7,975	21,256	6,448
	<u>89,096</u>	<u>179,677</u>	<u>510,155</u>	<u>145,266</u>
Taxes Due	89,096	179,677	510,155	145,266
Taxes Paid	89,186	179,927	510,754	145,096
Refunds (Current and Prior Year)	92	175	549	184
	<u>92</u>	<u>175</u>	<u>549</u>	<u>184</u>
(Refunds Due Sheriff)		**		
as of Completion of Fieldwork	<u>\$ (182)</u>	<u>\$ (425)</u>	<u>\$ (1,148)</u>	<u>\$ (14)</u>

* and ** See Next Page.

The accompanying notes are an integral part of this financial statement.

GRAYSON COUNTY
RICK CLEMONS, SHERIFF
SHERIFF'S SETTLEMENT - 2006 TAXES
For The Period January 1, 2007 Through April 30, 2007
(Continued)

* Commissions:

4.25% on	\$	432,417
4% on	\$	531,411

** Special Taxing Districts:

Library District	\$	(76)
Health District		(73)
Extension District		(45)
Hospital District		(107)
Caney Creek Watershed District		<u>(124)</u>
Refunds Due Sheriff	\$	<u><u>(425)</u></u>

GRAYSON COUNTY
NOTES TO FINANCIAL STATEMENT

April 30, 2007

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes.

A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met.

GRAYSON COUNTY
NOTES TO FINANCIAL STATEMENT
April 30, 2007
(Continued)

Note 2. Deposits (Continued)

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the Sheriff's deposits may not be returned. The Sheriff does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of April 30, 2007, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

Note 3. Tax Collection Period

The real and personal property tax assessments were levied as of January 1, 2006. Property taxes were billed to finance governmental services for the year ended June 30, 2007. Liens are effective when the tax bills become delinquent. The collection period for these assessments was January 1, 2007 through April 30, 2007.

Note 4. Interest Income

The Grayson County Sheriff earned \$1,842 as interest income on 2006 taxes. The Sheriff was in substantial compliance with his statutory responsibility regarding interest.

Note 5. Sheriff's 10% Add-On Fee

The Grayson County Sheriff collected \$46,075 of 10% add-on fees allowed by KRS 134.430(3). This amount will be used to operate the Sheriff's office. As of October 18, 2007, the Sheriff owed \$46,075 in 10% add-on fees to his fee account.

Note 6. Advertising Costs And Fees

The Grayson County Sheriff collected \$13,605 of advertising costs and advertising fees allowed by KRS 424.330(1) and KRS 134.440(2). The Sheriff's office paid advertising costs from his fee account. Advertising costs and advertising fees collected will be used to operate the Sheriff's office. As of October 18, 2007, the Sheriff owed \$13,605 in advertising costs and advertising fees to his fee account.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Gary L. Logsdon, Grayson County Judge/Executive
Honorable Rick Clemons, Grayson County Sheriff
Members of the Grayson County Fiscal Court

Report On Internal Control Over Financial Reporting And On
Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Grayson County Sheriff's Settlement - 2006 Taxes for the period January 1, 2007 through April 30, 2007, and have issued our report thereon dated October 18, 2007. The Sheriff prepares his financial statement in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Grayson County Sheriff's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Grayson County Sheriff's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Grayson County Sheriff's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the regulatory basis of accounting which is a basis of accounting other than generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statement that is more than inconsequential will not be prevented or detected by the entity's internal control over financial reporting. We consider the deficiency described in the accompanying comment and recommendation to be a significant deficiency in internal control over financial reporting.

- The Sheriff's Office Lacks Adequate Segregation Of Duties



Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the entity's internal control. Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we consider the significant deficiency described above to be a material weakness.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Grayson County Sheriff's Settlement – 2006 Taxes for the period January 1, 2007 through April 30, 2007 is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The Grayson County Sheriff's response to the finding identified in our audit is included in the accompanying comment and recommendation. We did not audit the Sheriff's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, the Grayson County Fiscal Court, and the Kentucky Governor's Office for Local Development and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen
Auditor of Public Accounts

October 18, 2007

COMMENT AND RECOMMENDATION

GRAYSON COUNTY
RICK CLEMONS, SHERIFF
COMMENT AND RECOMMENDATION

For The Period January 1, 2007 Through April 30, 2007

INTERNAL CONTROL - SIGNIFICANT DEFICIENCY AND MATERIAL WEAKNESS:

The Sheriff's Office Lacks Adequate Segregation Of Duties

During our review of internal controls, we noted the following control deficiencies in relation to segregation of duties:

- The Sheriff's bookkeeper collected money, prepared deposits, and prepared daily collection printout. The Sheriff or another individual did not document oversight of any of these activities.
- The Sheriff's bookkeeper prepared monthly reports and prepared checks to taxing districts. The Sheriff or another individual did not document oversight of any of these activities.
- The Sheriff's office did not distribute add-on fees of \$46,075.

No compensating controls were noted to offset these control deficiencies. Therefore, the control deficiencies described above constitute a significant deficiency and a material weakness in internal control over financial reporting. We recommend the Sheriff implement the compensating controls noted below to offset this internal control weakness.

- The Sheriff's office should reconcile daily checkout sheets to the daily bank deposits. Sheriff's add-on fees, other fees collected, and overpayments should be added to totals per daily checkout sheets to agree to deposits.
- The Sheriff or designee should periodically compare a daily bank deposit to the daily checkout sheet and then compare the daily checkout sheet to the receipts ledger. Any differences should have been reconciled. The Sheriff can document this by initialing the bank deposit, daily checkout sheet, and receipts ledger.
- The Sheriff or designee should require the monthly tax distribution reports be reconciled monthly to receipts and disbursements ledgers. The Sheriff can document this by initialing the receipts and disbursements ledgers.
- The Sheriff or designee should periodically compare the monthly tax distribution reports to receipts ledger for accuracy. Any differences should have been reconciled. The Sheriff can document this by initialing the monthly tax distribution report.
- The Sheriff or designee can periodically compare payments to taxing districts to checks. The Sheriff can document this by initialing the monthly tax distribution reports, noting that payment amounts were agreed to checks.
- The Sheriff or designee should require monthly bank reconciliations be prepared and periodically compared the bank reconciliation to the balance in the checkbook. Any differences should be reconciled. The Sheriff can document this by initialing the bank reconciliation and the balance in the checkbook.
- The Sheriff or designee should receive a signed receipt from each taxing district documenting delivery of the tax payments.
- The Sheriff's office should distribute sheriff's add-on fees to the fee account monthly.
- The Sheriff's office should compare amount received per month with amount distributed per month. Any differences should be reconciled.

Sheriff's Response: We will implement these suggestions.

